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INOVASI PENGARSIPAN DIGITAL DI FAKULTAS ILMU KESEHATAN UNIVERSITAS TRIBHUWANA TUNGGADEWI MALANG

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RINGKASAN

Laporan magang ini merupakan tugas akhir Helena Lanung (NIM 2022210147) dari Program Studi Administrasi Publik, Fakultas Ilmu Sosial dan Ilmu Politik Universitas Tribhuwana Tungga Dewi Malang. Laporan disusun berdasarkan pengalaman magang selama lima bulan di Fakultas Ilmu Kesehatan Unitri dengan judul “Inovasi Pengarsipan Digital di Fakultas Ilmu Kesehatan Universitas Tribhuwana Tungga Dewi Malang”. Penelitian kualitatif deskriptif ini menganalisis permasalahan pengarsipan manual, seperti penumpukan dokumen fisik, risiko kerusakan, serta keterbatasan akses. Solusi yang diterapkan berupa inovasi digital menggunakan Google Drive dengan menggunakan email resmi fakultas. Mahasiswa memindai dokumen melalui barcode/QR code, mengunggahnya ke link khusus, lalu admin menyimpan secara sistematis. Cara ini terbukti mengurangi biaya fotokopi sekaligus mempermudah pencarian dokumen. Teknik pengumpulan data melibatkan observasi, wawancara, dan dokumentasi. Informan dalam penelitian ini yaitu Wakil Dekan, Admin, dan dua (2) Mahasiswa, serta analisis data model Miles & Huberman (reduksi data, penyajian data, dan penarikan kesimpulan). Validitas data diperkuat melalui triangulasi dengan sumber primer maupun sekunder berupa dokumen dan literatur.

Hasil penelitian menunjukkan bahwa inovasi ini sederhana layaknya penggunaan Google Form, namun memenuhi karakteristik difusi inovasi Rogers: manfaat tinggi, kesesuaian baik, kompleksitas rendah, tingkat uji coba terbatas, dan keterlihatan hasil yang jelas. Keberhasilan implementasi didukung oleh pengalaman admin sebelumnya dari Fakultas Pertanian, dukungan pimpinan, jaringan WiFi yang stabil, ketersediaan ruang penyimpanan pada perangkat mahasiswa, serta adanya pendampingan. Kendala yang muncul antara lain kualitas hasil scan yang kurang baik (blur/terpotong), minimnya fasilitas komputer dan scanner, keterbatasan paket data, memori ponsel penuh, rendahnya literasi digital mahasiswa, serta belum adanya standar operasional prosedur yang resmi. Secara keseluruhan, inovasi pengarsipan digital ini berhasil mentransformasi sistem penyimpanan dokumen menjadi lebih efisien dan mudah diakses. Rekomendasi penelitian mencakup penambahan fasilitas pemindaian, melakukan sosialisasi bagi mahasiswa, serta penyusunan standar operasional prosedur yang jelas agar penerapan inovasi lebih konsisten.

Kata Kunci: Inovasi, Pengarsipan Digital

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DIGITAL ARCHIVING INNOVATION IN THE FACULTY OF HEALTH SCIENCES, TRIBHUWANA TUNGGADEWI UNIVERSITY, MALANG

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SUMMARY

This internship report is the final assignment of Helena Lanung (NIM 2022210147) from the Public Administration Study Program, Faculty of Social and Political Sciences, Tribhuwana Tungga Dewi University, Malang. The report was compiled based on a five-month internship experience at the Faculty of Health Sciences, Unitri, with the title "Digital Archiving Innovation at the Faculty of Health Sciences, Tribhuwana Tungga Dewi University, Malang". This descriptive qualitative research analyzes manual archiving problems, such as the accumulation of physical documents, the risk of damage, and limited access. The solution implemented is a digital innovation using Google Drive using the official faculty email. Students scan documents via barcode/QR code, upload them to a special link, then the admin saves them systematically. This method has been proven to reduce photocopying costs while making it easier to search for documents. Data collection techniques involve observation, interviews, and documentation. Informants in this study were the Vice Dean, Admin, and two (2) Students, as well as data analysis using the Miles & Huberman model (data reduction, data presentation, and drawing conclusions). Data validity was strengthened through triangulation with primary and secondary sources in the form of documents and literature.

The results of the study indicate that this innovation is as simple as using Google Forms, but meets Rogers' innovation diffusion characteristics: high utility, good suitability, low complexity, limited trial level, and clear visibility of results. The successful implementation was supported by the previous admin experience from the Faculty of Agriculture, leadership support, a stable WiFi network, the availability of storage space on student devices, and mentoring. Obstacles that emerged included poor scan quality (blurry/cut-off), minimal computer and scanner facilities, limited data packages, full phone memory, low student digital literacy, and the absence of official Standard Operating Procedures. Overall, this digital archiving innovation successfully transformed the document storage system to be more efficient and easily accessible. Research recommendations include adding scanning facilities, conducting outreach for students, and developing clear Standard Operating Procedures to ensure more consistent implementation of the innovation.

Keywords: Innovation, Digital Archiving

